

iCapability User Manual – Employee

People Matrix Consultancy Sdn. Bhd.

UNIT 12-35, PLAZA AZALEA, NO-6 PERSIARAN BANDARAYA, SEKSYEN 14, SHAH ALAM, MALAYSIA

Contents

1.0 Introduction	3
2.0 Employee Assessment	4
3.0 Registration	6
4.0 Creating New Assessments	8
5.0 Edit/Delete Current Assessments.....	16
6.0 Monitor Assessment Status	18
7.0 Update Profile	19

1.0 Introduction

This document is designed to help users to do self-assessment and superior to perform review within the system in a comprehensive manner. It takes into account the workflows of different user roles to complete this exercise.

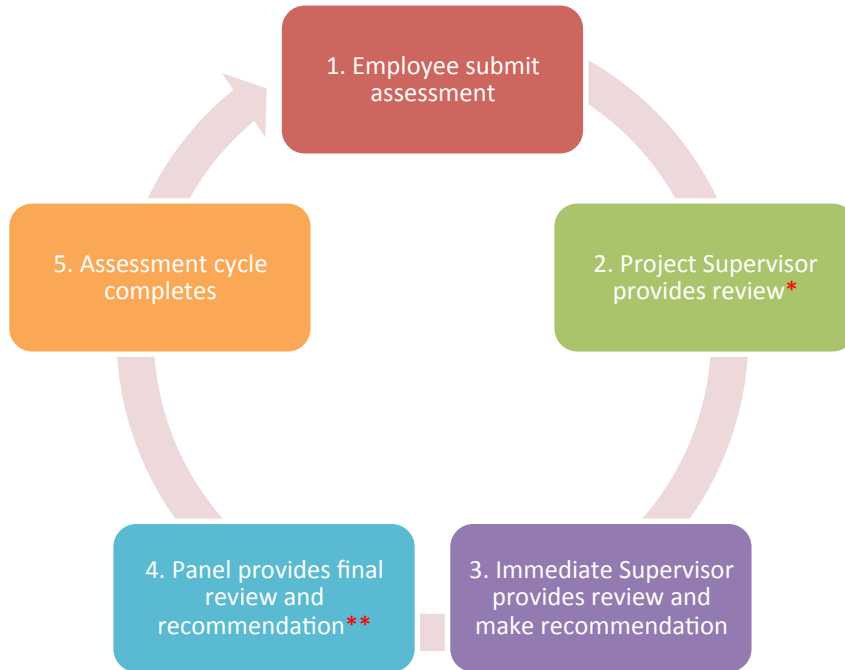
The following main roles were identified based on the activities available within the system and the scenarios carried out.

No	Role Name	Description	Document File Name
1	Employee	Employee role able to submit assessment form and track review progress in the system	iCapability User Manual - EMP.docx
2	Immediate Supervisor	<p>Immediate Supervisor are nominated by employee in assessment form. Immediate Supervisor is employee's direct report superior based on Reporting Structure. He will provide feedback to the project which he supervised.</p> <p>Immediate supervisor will be able to provide feedback on competency level for each capability area as well as to make recommendation if the employee is ready for panel review.</p> <p>Immediate Supervisor can also be an employee.</p>	iCapability User Manual - IMM SV.docx
3	Project Supervisor	Project Supervisor are nominated by employee in assessment form. He will provide feedback to the project which he supervised. This is only applicable for an employee who has more than one superior during a given tenure.	iCapability User Manual - PROJ SV.docx
4	Panel	<p>Panel will be assign to make final employee assessment. Panel will only assess employee if they are recommended for panel assessment by their immediate supervisor.</p> <p>Panel will be assign base on their expertise (in respective skill group/IC group)</p>	iCapability User Manual - PANEL.docx

2.0 Employee Assessment

This document is specifically designed for “Employee” role. If you need to access the system with a different role, please refer to the relevant document as stated in the above table.

The diagram below summarize the overall assessment workflow:-



* Project Supervisor will only provide review if employee nominates Project Supervisor (other than his current Immediate Supervisor) to access his project(s).

** Panel will provide recommendation only when Immediate Supervisor recommends assessment for Panel’s review

The diagram below summarize employee's assessment workflow:-



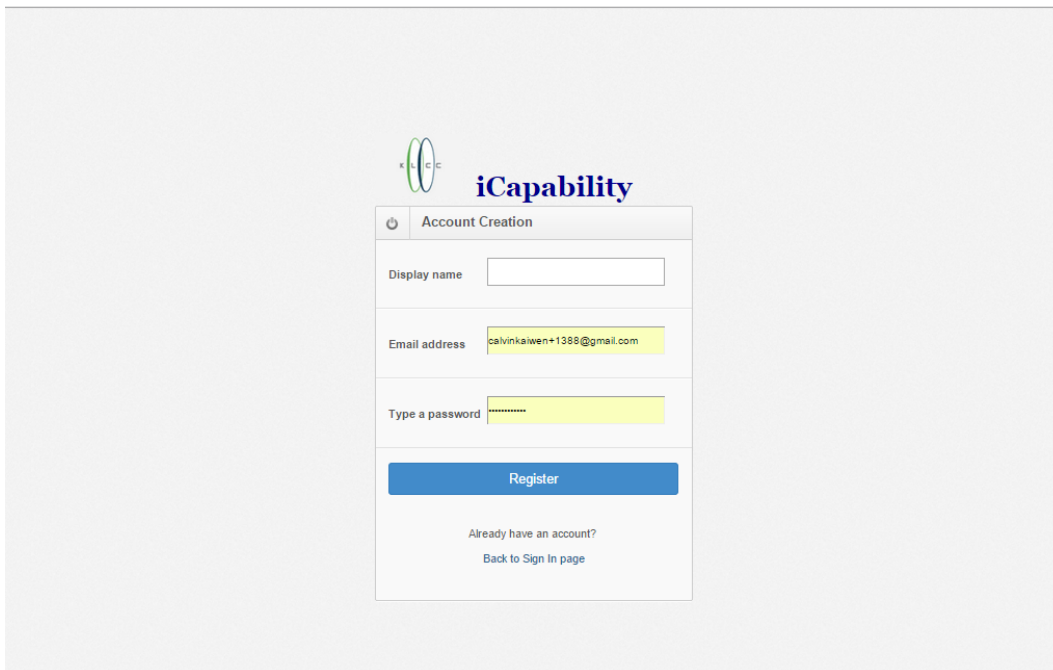
3.0 Registration

Before you can start a new assessment, you must first register an account. Follow simple steps below to register for an account. Kindly ensure that you use the compatible internet browsers such as IE 9 or above, Google Chrome, Mozilla Firefox or Safari.

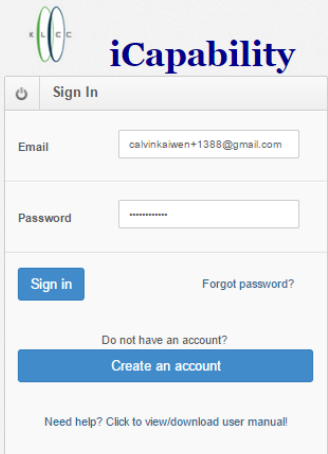
1. Launch google chrome by clicking the icon on your desktop
2. Copy and paste this link to register an account <http://icapability.zoolooinfosys.com/Account/Register>
3. You will see the page below

Note: Do not click on the system URL from the email as it will use default IE Browser. You may not have the IE 9 version.

If you do not have any of the recommended browsers, please download or contact your IT for assistance. To download google chrome use the link URL <https://www.google.com/chrome/browser/desktop>



4. Alternatively, you can click [Create an account](#) from the assessment login page




The image shows a web form for the iCapability system. At the top, there is a logo consisting of three green circles with the letters 'i', 'C', and 'C' inside them, followed by the text 'iCapability' in a blue serif font. Below the logo is a 'Sign In' section with a title 'Sign In' and a power icon. It contains two input fields: 'Email' with the value 'calvinkaiwen+1388@gmail.com' and 'Password' with a masked password '*****'. There are two buttons: a blue 'Sign in' button and a text link 'Forgot password?'. Below the 'Sign In' section is a 'Create an account' section with the text 'Do not have an account?' and a blue 'Create an account' button. At the bottom of the form is a text link 'Need help? Click to view/download user manual!'. At the very bottom of the page, there is a small note: 'Can only be viewed with IE 9 or above, Google Chrome, Mozilla Firefox or Safari.'

5. Enter this information to register. Use the table below as a guideline. Click [Register](#) to continue.

No	Name	Description
1	Display name	Employee full name
2	Email address	Employee email address
3	Type a password	Password to login to assessment portal. Please take note that your password is case sensitive.

Tips:
You should use your FULL NAME and company official email address.

6. You will come to this page.


iCapability

Hello, Abdul Johan
Profile
Change Password
Logout

MY ASSESSMENT LIST
Home

INFORMATION:

1. If you have not started an assessment, please click on "New" button below.
2. For returning user, please click on "Continue" to continue the assessment.
3. If you have submitted, please click on "View" to review your submitted assessment.
4. For immediate and project supervisor feedback, please click at the side bar "ASSESSMENT PENDING MY REVIEW" for assessment(s) pending your review. Note that this menu item will only appear at the side bar if there is pending assessment for your review.

Current Assessment

Skill / IC Group	Opening Period	Immediate Supervisor	Years Grade	Job Grade	Last Modified Date	Status	Actions
Please click New to start a new assessment.							
<div> <div> 0 </div> <div> 20 </div> <div> items per page </div> </div> <div>No items to display</div>							

Past Assessment

Skill / IC Group	Opening Period	Immediate Supervisor	Years Grade	Job Grade	Last Modified Date	Status	Actions
<div> <div> 0 </div> <div> 20 </div> <div> items per page </div> </div> <div>No items to display</div>							


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- Once you have successfully registered, you can immediately start the assessment process. Email will be sent to the registered email address as reminder on your password.

4.0 Creating New Assessments

Next, you need to create a new assessment. If this is the first time doing so, you are required to create your profile prior to starting a new assessment. During the next cycle of assessment, you are not require to go through this step again. Follow simple steps below to create profile.

- Click **New** to start.


iCapability

Hello, Abdul Johan
Profile
Change Password
Logout

MY ASSESSMENT LIST
Home

INFORMATION:

1. If you have not started an assessment, please click on "New" button below.
2. For returning user, please click on "Continue" to continue the assessment.
3. If you have submitted, please click on "View" to review your submitted assessment.
4. For immediate and project supervisor feedback, please click at the side bar "ASSESSMENT PENDING MY REVIEW" for assessment(s) pending your review. Note that this menu item will only appear at the side bar if there is pending assessment for your review.

Current Assessment

Skill / IC Group	Opening Period	Immediate Supervisor	Years Grade	Job Grade	Last Modified Date	Status	Actions
Please click New to start a new assessment.							
<div> <div>0</div> <div>20</div> <div>items per page</div> </div> <div>No items to display</div>							

Past Assessment

Skill / IC Group	Opening Period	Immediate Supervisor	Years Grade	Job Grade	Last Modified Date	Status	Actions
<div> <div>0</div> <div>20</div> <div>items per page</div> </div> <div>No items to display</div>							

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2. Complete this information. Use table below as guideline when filling up the form. Click **Update** to proceed.

INFORMATION:
Before starting the assessment, you are required to update your profile below. Please ensure that you enter a correct Skill Group/IC Group as it will have an impact to the assessment that you are going to perform.

My Profile

Employee Name*	Abdul Johan
Employee ID*	
Email*	abdul_johan@gmail.com
Company*	-- Choose a Company --
Operating Unit (OPU)*	-- Choose an Operating Unit (OPU) --
Division*	-- Choose a Division --
Skill Group / IC Group*	-- Choose a Skill / IC Group --
Job Grade*	-- Choose a Job Grade --
Years in Grade*	
Immediate Supervisor Email*	

Update

No	Name	Description
1	Employee Name	Employee full name as in myKad. Auto complete by system.
2	Employee ID	Employee ID. This ID is your company Staff's ID

3	Email	Email address. Auto complete by system.
4	Company	Company name. E.g. <i>KLCC Group of Companies</i>
5	Operating Unit	Operating unit (OPU) name. <i>Select from the listed OPU</i>
6	Division	Division name. <i>Select from the listed Division.</i>
7	Skill Group/IC Group	Your skill group/IC group. When in doubt, always refer to your HR department. <i>Select your current IC group</i>
8	Job Grade	Grade of the position
9	Years in Grade	Years in current grade. In numerical value e.g. 2.6
10	Immediate Supervisor Email	Immediate supervisor (superior) email. <i>Please recheck to ensure the email address is correct.</i>

Tips:

If your profile has changed when you attempt the next round of assessment, ensure that you update your profile information.

3. The screen below will be shown. Kindly note that the shaded in colour as shown below indicates the expected capability level for the job eg. L3 is job capability level for Facilities Planning & Budgeting.

iCapability Hello, Farah Fauzi Profile Change Password Logout

Home > Self Assessment

Save as Draft Submit Preview Cancel

Employee Info

Name	Farah Fauzi	Email	farah@klcc.com.my
Immediate Supervisor Email	johari@klcc.com.my	Company	KLCC Group of Companies
OPU	KLCC Holdings Sdn Bhd	Division	PETRONAS Properties Department
Skill Group / IC	Investment Management		

INFORMATION:

- To rate the capability matrix, "checked" or "unchecked" the item box that reflects the ability.
- After entering the information, you may choose to save as draft or submit by clicking on the "Save as draft" or "Submit" button.
- Level highlighted is your current expected level based on your job grade and years of experience.
- All mandatory fields marked with * need to be filled up before the form can be submitted, otherwise SUBMIT button is disabled.
- Please check the box "Yet to acquire L1" if you don't have the opportunity to gain the knowledge listed for the capability area. The submit button will be enabled.

Skill Group : Investment Management

1. Market and Industry knowledge	2. Opportunity Screening/ Investment Viability	3. Deal Structuring	4. Investor Relations- Stakeholder Management	5. Portfolio Management and Performance Monitoring
----------------------------------	--	---------------------	---	--

Capability Area 1 : Market and Industry knowledge ■ Yet to acquire L1

Inventory :
Market insights
to identify and screen for potential opportunities

1. Supply and Demand Analysis
2. Economic Outlook
3. Competitors Profiling
4. Property Market Research
5. Building types
6. New technologies
7. Regulatory requirements
8. Legal and regulatory related to property development
9. REITs market
10. Industry benchmarking
11. Rental and lease outlook

L1 - Awareness	L2 - Knowledge	L3 - Skill	L4 - Advanced
<input type="checkbox"/> Basic understanding of the key fundamentals surrounding the property industry. <input type="checkbox"/> Aware of related legal and regulatory requirements. <input type="checkbox"/> Able to identify the types of information required to build database. <input type="checkbox"/> Aware of various sources of research data (internal and external) that are commonly use to prepare relevant analyses.	<input checked="" type="checkbox"/> Able to deduce the implications of market changes to the business value chain. <input checked="" type="checkbox"/> Able to gather, compare, verify and maintain relevant market data/ information for in-house database. <input checked="" type="checkbox"/> Able to keep self "up to date" with the changes in regulation and understand the implication to business. <input type="checkbox"/> Able to perform data mining and analyses to provide first level information on market trending.	<input type="checkbox"/> Able to conduct comprehensive market and economic analysis to generate inputs to identify opportunities for investment screening. <input type="checkbox"/> Able to conduct risk assessment and implications arising from changes in regulation. <input type="checkbox"/> Provide in-depth understanding of market trends and outlooks by analysing from multiple dimensions and angles. <input type="checkbox"/> Provide recommendations on potential opportunities for investment screening.	<input type="checkbox"/> Able to teach and coach others based on own experiences on market and regulatory practices. <input type="checkbox"/> Seek by others on opinions for key market and industry perspectives.
0/4 (0.00%)	3/4 (75.00%)	0/4 (0.00%)	0/2 (0.00%)

Self Rating Competency Level * L2 Knowledge

Justifications

List activities / initiatives / project involved within the Capability Area to justify your self-assessment and rating above

Activity/Event/Initiative/Project and Period * Acquire a company in London, England

Outcome * Completed the acquisition on time.

Role * Leader

Supervised By * ☒ Immediate Supervisor ☐ Project Supervisor

Project Supervisor Email

Please click "Add Entry" below if you have more activities/operations/projects to add. (Max. 3 entries)

[Add Entry](#)

[Previous](#) [Next](#)

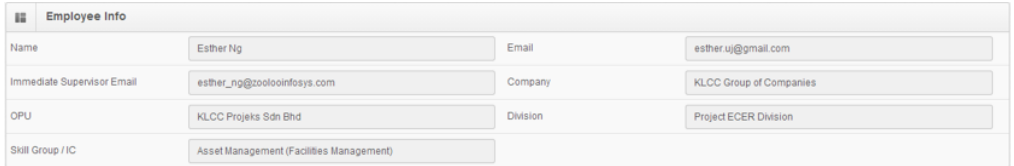

4. Next, you can start your assessment. Follow simple guidelines below to complete the assessment form.

No	Section Name	Description
Instruction: Employee need to self- assess against all the capability areas. Each capability area has four (4) levels i.e. L1, L2, L3 and L4. Each level has capability items that reflect the ability required. Rate by "checked" or "unchecked" the items that reflect the ability that you have acquired. Start the		

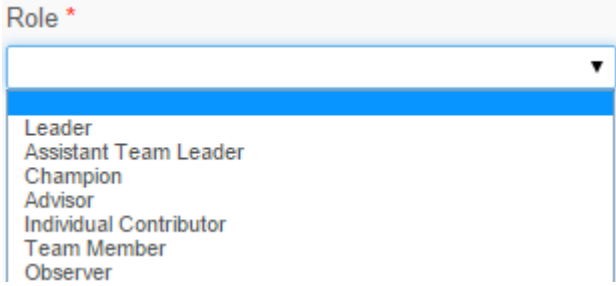
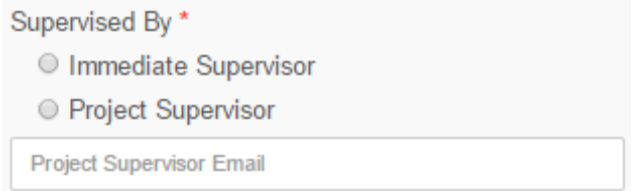






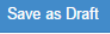
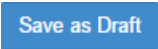
rating from Level 1. The system will auto calculate the % of the ability you have acquired automatically.

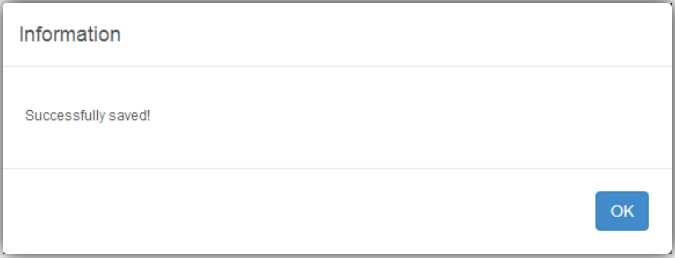




In the section of “Activities/ Operations/Initiatives/Project” - Once you have rated the level: Provide justification that reflect the highest level of capability by providing up to a maximum of three (3) Activities/operation/initiatives/project.

Note: All mandatory fields marked with * need to be filled up before the form can be submitted, otherwise SUBMIT button is disabled.

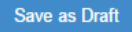

1	Employee Info	<p>Employee info in the profile will be display for information.</p>  <p>The screenshot shows an 'Employee Info' form with fields for Name (Esther Ng), Email (esther.uj@gmail.com), Immediate Supervisor Email (esther_ng@zoooolinfosys.com), Company (KLCC Group of Companies), OPU (KLCC Projects Sdn Bhd), Division (Project ECER Division), and Skill Group / IC (Asset Management (Facilities Management)).</p>
2	Capability Area	<p>The ‘horizontal’ tabs show all capability area for the skill group/IC group you have selected. To move to the next/previous capability area, just select the tab. Description for capability area is displayed as well.</p>  <p>The screenshot shows a 'Skill Group : Investment Management' section with five tabs: 1. Market and Industry knowledge (selected), 2. Opportunity Screening/ Investment Viability, 3. Deal Structuring, 4. Investor Relations- Stakeholder Management, and 5. Portfolio Management and Performance Monitoring. Below the tabs, the 'Capability Area 1 : Market and Industry knowledge' section is displayed, containing an 'Inventory' list of 11 items: Market insights to identify and screen for potential opportunities, Supply and Demand Analysis, Economic Outlook, Competitors Profiling, Property Market Research, Building types, New technologies, Regulatory requirements, Legal and regulatory related to property development, REITs market, Industry benchmarking, and Rental and lease outlook.</p>
3	Competency Level	<p>Each capability area will have 4 competency level. Use the checkbox to select, you are advised to start from L1-Awareness and proceed to the next level.</p>

		<p>L1 - Awareness</p> <ul style="list-style-type: none"> Basic understanding of the key fundamentals surrounding the property industry. Aware of related legal and regulatory requirements. Able to identify the types of information required to build database. Aware of various sources of research data (internal and external) that are commonly use to prepare relevant analyses. 	<p>L2 - Knowledge</p> <ul style="list-style-type: none"> Able to deduce the implications of market changes to the business value chain. Able to gather, compare, verify and maintain relevant market data/ information for in-house database. Able to keep self "up to date" with the changes in regulation and understand the implication to business. Able to perform data mining and analyses to provide first level information on market trending. 	<p>L3 - Skill</p> <ul style="list-style-type: none"> Able to conduct comprehensive market and economic analysis to generate inputs to identify opportunities for investment screening. Able to conduct risk assessment and implications arising from changes in regulation. Provide in-depth understanding of market trends and outlooks by analysing from multiple dimensions and angles. Provide recommendations on potential opportunities for investment screening. 	<p>L4 - Advanced</p> <ul style="list-style-type: none"> Able to teach and coach others based on own experiences on market and regulatory practices. Seek by others on opinions for key market and industry perspectives.
4	Percentage (%) of Ability	<p>This field will be auto compute, based on your selection of competency level.</p> <p>0/4 (0.00%)</p>			
5	Self-Rating Competency Level	<p>You are required to rate your competency level. Use the drop list. Options available are shown below:-</p> <div> <p>Self Rating Competency Level *</p> <p>Justifications</p> <p>List activities / initiatives / project involve</p> </div> <div> <p>Yet to acquire L1</p> <p>L1 Awareness</p> <p>L2 Knowledge</p> <p>L3 Skill</p> <p>L4 Advanced</p> </div> <p>Note:</p> <p>Option "Yet to acquire L1" means that you have not had an opportunity or work experience to demonstrate the capability at L1 yet.</p>			
6	Justification - List of activities/initiatives/projects				
7	Activity/Event /Initiative/Project and Period	<p>Provide a brief description of the project you involved in. In addition, state the month and year from the beginning to the end of the activity.</p> <p>Activity/Event/Initiative/Project and Period *</p>			
8	Outcome	<p>Briefly describe the outcome (Results or impact of the activities) of the project in relation to the capability area.</p> <p>Outcome *</p>			
9	Role	<p>You are required to select the role during the project. Use the drop list. Options available are shown below:-</p>			

		
10	Supervised By	<p>Identify the project supervisor. Select 'Immediate Supervisor' if the person was the project supervisor. If you choose this option, you need not provide the email address. Otherwise, select 'Project Supervisor' and enter a valid/official company email address.</p> 
11	Add Entry 	<p>Click to add another entry of project justification. For each applicable competency, you must have minimum 1 project. You are allow to add up to a maximum of 3 projects.</p>
12	Delete Entry 	<p>To remove a project entry, just select 'x'  at the top right corner of project justification section.</p> 
13	Previous / Next  	<p>Click to the previous or next Capability Area</p> <p>Kindly take note that the system is not saving the changes that you have entered so far, you need to click SAVE (as describe below) to save your form.</p> <p>Please remember that when you click 'Previous/Next' button, the system does not save the changes you made. Therefore, it is advisable to periodically click 'Save as Draft'  to save the changes you made.</p>
14	Save as Draft 	<p>Clicking to save the information entered in the form thus far. Below message prompt will be shown if the form is saved as draft successfully. You are advised to periodically "Save as Draft" while completing the self -assessment.</p>

		
15	Submit 	Click to submit the form. The below message prompt will be shown if the form is submitted successfully. Once the form has been submitted, you will not be able to edit the form. 
16	Preview 	Clicking to show the assessment form in view format.
17	Cancel 	Clicking to return to Home page.

Tips:


Always save draft when navigating from one competency area to another. If you are unsure of the information to provide, you always save the form as draft. You can always login at later time to complete it. Click  to do this. However, always remember to submit the form, else the assessment form will never be submitted to the system for review. Click  to do this.

5.0 Edit/Delete Current Assessments

If the assessment form is not submitted, employee can still edit the assessment form. Follow simple steps below to edit assessment form:-


1. Go to 'http://icapability.zoolooinfosys.com/iSkillAccessemployee'
2. You will see the page below

3. Enter your Email and Password, click **Sign in** to login.
4. Click **Continue** will lead the employee to the saved assessment form and enable the employee to make changes in the self assessment.
5. Clicking **Delete** will delete the saved assessment form and enable the employee to start a new assessment.
6. This is how an employee home page looks like when he has an active (in progress) assessment and he has not submit the assessment. Notice that the status of submission is shown as 'Draft'.



iCapability

Hello, Abdul Johan
Profile
Change Password
Logout

MY ASSESSMENT LIST
Home



INFORMATION:

1. If you have not started an assessment, please click on "New" button below.
2. For returning user, please click on "Continue" to continue the assessment.
3. If you have submitted, please click on "View" to review your submitted assessment.
4. For immediate and project supervisor feedback, please click at the side bar "ASSESSMENT PENDING MY REVIEW" for assessment(s) pending your review. Note that this menu item will only appear at the side bar if there is pending assessment for your review.


Current Assessment

Skill / IC Group	Opening Period	Immediate Supervisor	Years Grade	Job Grade	Last Modified Date	Status	Actions
Investment Management	15 May 2014 to 31 Jan 2015	maisara_june@gmail.com	3	E3	16 Jan 2015	Draft	<div>Continue</div> <div>Delete</div>

1
20
Items per page
1 - 1 of 1 items


Past Assessment

Skill / IC Group	Opening Period	Immediate Supervisor	Years Grade	Job Grade	Last Modified Date	Status	Actions
------------------	----------------	----------------------	-------------	-----------	--------------------	--------	---------

0
20
Items per page
No items to display

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6.0 Monitor Assessment Status

1. After you submit the assessment form, this is how your home page looks like. Notice that the submission status will be updated to 'Pending Immediate/Project Supervisor Review'.

Current Assessment							
Skill / IC Group	Opening Period	Immediate Supervisor	Years Grade	Job Grade	Last Modified Date	Status	Actions
Investment Management	15 May 2014 to 31 Jan 2015	maisara_june@gmail.com	3	E3	16 Jan 2015	Immediate / Project Supervisor Submitted Review	View

[1](#)

20 items per page


1 - 1 of 1 items

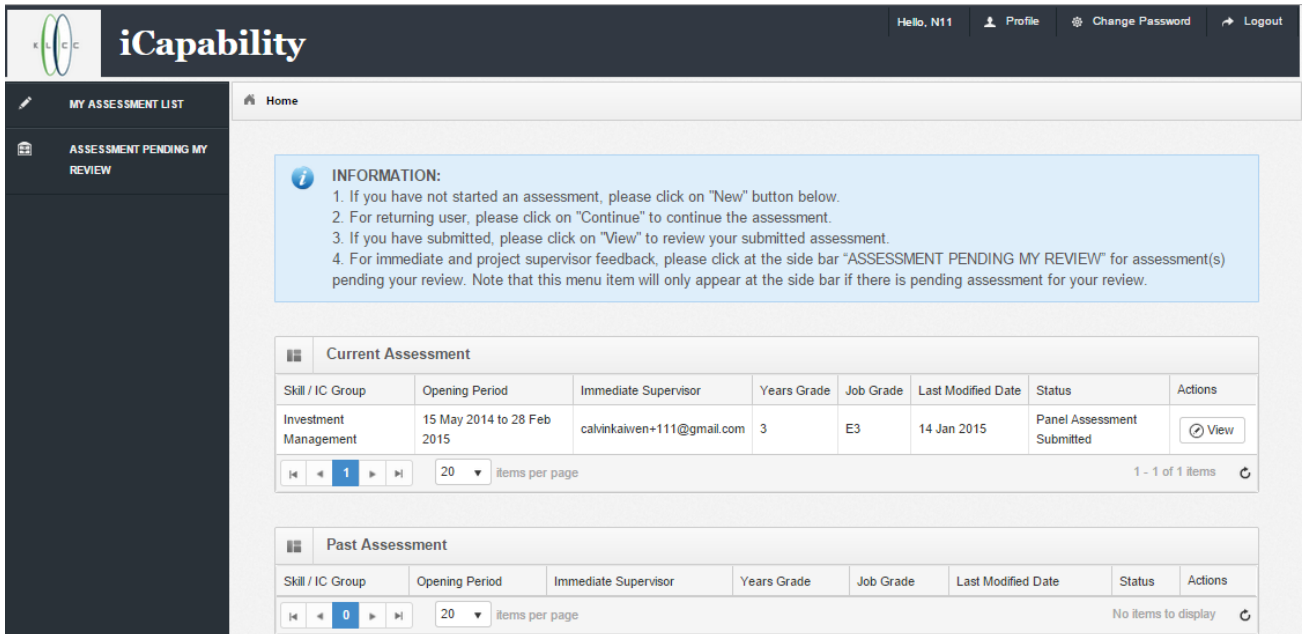
2. See table below on each explanation of submission status. You can use the submission status to monitor the progress of your assessment.

No	Status	Description
1	Draft	Assessment form saved as draft
2	Pending Immediate/Project Supervisor Review	Assessment form submitted, pending project supervisor or immediate supervisor review
3	Immediate/Project Supervisor Submitted Review	Assessment form submitted, review has been completed by both Immediate and Project Supervisors.
4	Pending Panel Review	Assessment recommended for panel review. Awaiting panel review
5	Panel Assessment submitted	Panel submitted review
6	Not Ready for Panel Review	Assessment not ready for panel review

3. Click [View](#) After submission, you can click this button to view the submitted form.

7.0 Update Profile

1. The system allows you to update your profile. To do this, select 'Profile'  in the Home Page.



INFORMATION:

1. If you have not started an assessment, please click on "New" button below.
2. For returning user, please click on "Continue" to continue the assessment.
3. If you have submitted, please click on "View" to review your submitted assessment.
4. For immediate and project supervisor feedback, please click at the side bar "ASSESSMENT PENDING MY REVIEW" for assessment(s) pending your review. Note that this menu item will only appear at the side bar if there is pending assessment for your review.

Skill / IC Group	Opening Period	Immediate Supervisor	Years Grade	Job Grade	Last Modified Date	Status	Actions
Investment Management	15 May 2014 to 28 Feb 2015	calvinkaiwen+111@gmail.com	3	E3	14 Jan 2015	Panel Assessment Submitted	View

1 - 1 of 1 items

Skill / IC Group	Opening Period	Immediate Supervisor	Years Grade	Job Grade	Last Modified Date	Status	Actions
No items to display							

2. You will see the 'My Profile' page shown as below. Update the required information and click 'Update'

to save.

My Profile	
Employee Name*	<input type="text" value="N111"/>
Employee ID*	<input type="text" value="N111"/>
Email*	<input type="text" value="calvinkaiwen+111@gmail.com"/>
Company*	<input type="text" value="KLCC Group of Companies"/>
Operating Unit (OPU)*	<input type="text" value="KLCC Holdings Sdn Bhd"/>
Division*	<input type="text" value="Building Division"/>